City of Kenmore
City Council Meeting
Special Meeting Minutes
Tuesday, January 9, 2024

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video and audio is available on the City YouTube channel.

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O'Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Community Development Director Debbie Bent
Assistant to the City Manager Garrett Oppenheim
Communications Specialist Lauren Chomiak
Principal Planner Todd Hall
Finance and Administration Director Melinda Merrell
ARPA Management Analyst Janet Quinn – Virtual
Housing and Human Services Manager Tambi Cork

Speaking Guests: Marvin Heston, Photographer
Hank Heron (mascot)
Suzanne Greathouse, Kenmore Heritage Society President
Steve Holmes, WhatsSup Paddleboard, and Kenmore Business Alliance (KBA) Chair
Carl Michelman, Michelman Insurance
Keith Comes, NAC Consultant – Virtual
Brooke Hanley, NAC Consultant – Virtual

Public Comments Speaking Guests:

Lou Novak, Kenmore Resident
Patrick O'Brien, Kenmore Resident
Carl Michelman, Brier Resident / Kenmore Business Owner
Laura Hodge, Kenmore Resident
Paul Jarvis, Kenmore Resident
Nathan McDonald, Kenmore Resident
Geoff Chism, Kenmore Resident
Sara Solum Hayashi, Kenmore Resident
Dan Troyan, Kenmore Resident
Kris Gustofson, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Mark Prince, Kenmore Resident
Theresa Dunning, Kenmore Resident
Suzanne Garland, Kenmore Resident
Stacey Valenzuela, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Councilmember Nigel Herbig called the special meeting to order at 6:15 PM.

PHOTOGRAPHS

Photographer Marvin Heston took headshots of the Councilmembers and a group photo of the Council in the Community Meeting Room.

ROLL CALL

All Councilmembers were present for Roll Call.

OATHS OF OFFICE

Council Position No. 1. Melanie O'Cain was sworn in by Deputy City Manager Stephanie Lucash. Council Position No. 3 Valerie Sasson was sworn in by husband, Gary May. Council Position No. 5 Jon Culver declined a ceremonial oath of office but was officially sworn in on December 28, 2023, by City Clerk Anastasiya Warhol. Council Position No. 7 Nathan Loutsis was sworn in by Dwight Thompson.

ELECTION OF MAYOR

Agenda Bill - Election of Mayor and Deputy Mayor
Attachment 1 - City Council Rules and Procedures
Attachment 2 - RCW 35A.13.030
Attachment 3 - RCW 35A.13.035

City Clerk Anastasiya Warhol administered the process for election of the Mayor. Councilmember O'Cain nominated Councilmember Herbig for Mayor. As the only nomination, the vote was conducted by unanimous consent. Councilmember Herbig was elected as Mayor by unanimous consent.

ELECTION OF DEPUTY MAYOR

Mayor Herbig administered the process for election of Deputy Mayor. Councilmember Sasson nominated Councilmember O'Cain for Deputy Mayor. As the only nomination, the vote was conducted by unanimous consent. Councilmember O'Cain was elected as Deputy Mayor by unanimous consent.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

WHERE'S THE FUN?

Hank Heron, the mascot, was introduced to the public for the first time. Kenmore Heritage Society President Suzanne Greathouse, members of the Kenmore Business Alliance (KBA) including Steve Holmes, Carl Michelman Jason Parker, Manuel Lorraine, Corey Hansen, as well as City Manager Rob Karlinsey, and Deputy City Manager Stephanie Lucash, were recognized for their contributions in the creation of the mascot costume. A photo was taken with Hank Heron and contributors. City Manager Rob Karlinsey also recognized Senior Civil Engineer Kent Vaughan, who is the creator of Hank Heron.

City Manager Rob Karlinsey highlighted Councilmember Loutsis, who was part of the University of Washington Marching Band at Monday night's College Football Championship game. Photos were shown from the evening of Councilmember Loutsis. Councilmember Loutsis spoke about his experience.

PUBLIC COMMENTS

The City Council took comments from the public.
Timestamped link here:
https://www.youtube.com/live/tv3oIrF41Mg?si=sZaioJWNFJqj00xx&t=3918

CONSENT AGENDA

A. Approve the proposed 2024 Proclamations Calendar.

Agenda Bill - Proposed 2024 Proclamations Calendar
Attachment 1 - Proposed 2024 Proclamations Calendar

B. Approve the City Council Special and Regular Meeting Minutes from November 20, 2023.
City Council Special and Regular Meeting Minutes from November 20 2023

C. Approve the City Council Special Meeting Minutes from December 4, 2023.
City Council Special Meeting Minutes from December 4, 2023

D. Approve Total Check #s 53463 through 53568 totaling $895,169.62, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/15/23 in the amount totaling $238,976.84, Wire Transfer in the amount of $48,911.50, and Payroll Check # 10250 in the amount of $914.52.
Voucher Certification and Approval 12/09/2023 - 12/22/2023

MOTION: Councilmember Srebnik moved to approve the consent agenda outlined above. Deputy Mayor O'Cain seconded the motion.
VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

BUSINESS AGENDA

Prior to the Business Agenda, Mayor Herbig proposed a different order of the business agenda than what was published. No objections were made. The new order is reflected in these meeting minutes.

A. Proposed Resolution No. 24-411, amending the City Council Rules and Procedures, presented by City Attorney Dawn Reitan, *for adoption*
Agenda Bill - 2024 Council Rules Update
Attachment 1 - Proposed Resolution No. 24-411
Attachment 2 - Proposed Resolution No. 24-411 Attachment 1
Attachment 3 - N. Herbig Proposed Amendment No. 1 (added 1/9/2024)
Attachment 4 - N. Herbig Proposed Amendment No. 2 (added 1/9/2024)

City Attorney Dawn Reitan outlined for the Council the various proposed additions and changes to the Council Rules and Procedures, including:

- Meeting time
- Public comments
- Public hearings
- Rules of decorum
- Meeting interruptions – procedures

The Council discussed and offered suggestions in the form of amendments below.

MOTION: Councilmember Srebnik moved to adopt proposed Resolution No. 24-411. Councilmember Marshall seconded the motion.

AMENDMENT 1: Mayor Herbig moved to amend Resolution No. 24-411, as shown in Attachment 3. Councilmember Marshall seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **AMENDMENT CARRIES**

AMENDMENT 2: Mayor Herbig moved to amend Resolution No. 24-411, as shown in Attachment 4. Councilmember Srebnik seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **AMENDMENT CARRIES**

AMENDMENT 3: Councilmember Loutsis moved to add 2.8.1 language, "Agenda items not completed when having reached the End of Meeting in 2.8 shall be moved to the agenda of the next Regular or Special Meeting." Mayor Herbig seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **AMENDMENT CARRIES**

AMENDMENT 4: Councilmember Loutsis moved to add 8.2.10 language, "Public Hearings that conflict with the End of Meeting in 2.8 shall continue at the next Regular or Special Meeting. Public commenters shall continue to be offered an opportunity to comment in the order as having signed up during the initial meeting. No new spoken comment sign-ups shall be accepted, but written comment will still be accepted and encouraged." Mayor Herbig seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **AMENDMENT CARRIES**

AMENDMENT 5: Deputy Mayor O'Cain moved to change the ending time in Section 2.8 from 10:00 PM to 11:00 PM. Councilmember Marshall seconded the motion.
VOTE: 4 Yes – O'Cain, Marshall, Sasson, Culver; 3 No – Herbig, Srebnik, Loutsis; 0 Abstain. **AMENDMENT CARRIES**

AMENDMENT 6: Deputy Mayor O'Cain moved to specify in the Council Rules and Procedures to move public comment segment before the presentation segments in future agendas. Councilmember Srebnik seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **AMENDMENT CARRIES**

AMENDMENT 7: Councilmember Srebnik moved to specify that the public hearings move to the top of the business agenda for future meetings. Councilmember Loutsis seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **AMENDMENT CARRIES**

MOTION AS AMENDED
VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES**

B. Love Where You Live Project Community Engagement Phase I and Approval of Phase II and Next Steps, presented by City Manager Rob Karlinsey, Deputy City Manager Stephanie Lucash, and Communications Specialist Lauren Chomiak, *for approval*
Agenda Bill - Love Where You Live Project Phase I and Phase II
Attachment 1 - Love Where You Live Project Presentation (updated 1/08/2024)

Communications Specialist Lauren Chomiak updated the Council on the Love Where You Live Project Community Engagement. The project is a year-long community engagement effort that began in the summer of 2023 based on the "Dream, Play, Build" method. The goal of this project was to gather broad feedback on values and priorities, as well as engage with as many community members as possible.

Phase I Engagement included:
- 22 in person events (farmers markets, special events, parks, Safeway, hangar)
- 759 in person respondents
- 145 online survey respondents
- Total of 1171 total responses and ideas
- December 2023 statistically valid community survey

The information gathered from Phase I was given to a UW Bothell business project management class where students were assigned to organize, analyze, and synthesize the collected responses from the community engagement.

From the information, the students distilled the top themes as:
1. Community Spaces (24%)
2. Economic Development (21%)
3. Environmental stewardship
4. Transportation
5. Housing/affordability
6. Safety
7. Art & beautification
8. Community events
9. DEIA
10. Etc.

24% of the responses were categorized as Community Spaces. Some items under Community Spaces included: community pool, parks, dog parks, Lakepointe, open spaces, etc. 21% of the responses were categorized as Economic Development. Some items under Economic Development included: dining, Lakepointe, downtown, shopping, etc. The third category of environmental stewardship supports the climate action plan work that Staff is already implementing.

The remaining piece of Phase I included a statistically valid survey, conducted by EMC Research between December 5 and December 18. There were over 300 responses, representative of the community demographics, and the survey was to receive general feedback on the goals and priorities of the City.

Tonight's proposed Phase II Plan consists of another statistically valid survey in March where the questions will be more focused and based on emerging themes and data from the first survey; three community workshops located throughout the city focusing on finding out more from the community about the emerging top themes; and fostering community partnerships around community spaces and economic development.

Staff intend to return in April with the next steps after Phase II is completed.

MOTION: Deputy Mayor O'Cain moved to approve the Love Where You Live Project Community Engagement Phase II and direct the City Manager to further explore the top themes including Economic Development, including Lakepointe and Downtown Development; and Community Spaces. This includes engaging with Lakepointe property owners, possible developers, and downtown property owners; as we as hosting downtown development discussions and exploring downtown development partnerships and bringing forth options for future Council considerations as part of this Phase II Engagement Plan. Councilmember Srebnik seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES**

C. Aquatic Center Feasibility Study, presented by Community Development Director Debbie Bent, Assistant to the City Manager Garrett Oppenheim, and NAC Consultants Keith Comes and Brooke Hanley, *for discussion and direction*
Agenda Bill - Aquatic Center Feasibility Study
Attachment 1 - NAC Aquatic Center Feasibility Study, Final Report
Presentation - North King County Regional Aquatic Centers Feasibility Study

NAC Consultants presented to the Council the results of the aquatic center feasibility study. Kenmore partnered with Kirkland, Lake Forest Park, and Shoreline to obtain grants for this study, as public access to indoor aquatics has reduced in recent years. The goals of the study included identifying potential aquatic center locations, evaluate market demand, develop design concepts, and determine capital and operation cost budgets. Viable sites were identified, and market analysis suggests 2-3 new community aquatic centers can be supported in north King County. The study found that Kenmore does not currently own a site that could accommodate a center.

Some conclusions specific to Kenmore brought by the consultants included: Kenmore developing defined partnerships to financially support the development of aquatic

center(s) in neighboring cities and holding a community engagement process to determine public interest in pursuing a partnership with neighboring cities.

Councilmembers provided comments.

- Some disagree with the results of the feasibility study.
- Some would like continued discussions about Kenmore regarding sites that the City does not own today or private partnerships such as with St. Edwards.
- Concerns about distance if the sites selected are Shoreline or Kirkland; not a ten-minute drive as the presentation suggested. If either of these sites go forward, Kenmore should be a junior partner financially.
- Serious discussions need to happen with the school district if they want to continue with swimming programs, even considering downsizing from an aquatic center to just a pool to make it work.

The Council provided direction to Staff to pursue options within the Northshore School District boundary. If city partners outside the school boundary are interested in continuing discussions, Kenmore can be part of those discussions, depending on the terms of the partnership.

D. 2024 Annual Docket for the Planning Commission, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for approval*
   Agenda Bill - 2024 Planning Commission Docket
   Attachment 1 - Staff Analysis and Recommendations for the 2024 Docket
   Attachment 2 - Draft 2024 Docket
   Attachment 3 - Comprehensive Plan/Code Amendments Workplan

Community Development Director Debbie Bent presented to the Council the staff's recommendation for the 2024 Planning Commission docket. Many of the items on the docket are driven by state mandates for jurisdictions to have its comprehensive plan fully updated by the end of 2024. There are several elements of the comprehensive plan still needing updates, see Attachment 2. These elements will come with a Planning Commission recommendation to the Council before an Ordinance is adopted. There are also future implementation regulations for missing middle housing and cottage housing that need to be addressed. An additional list of amendments to the code will go directly to the Council when there are no comprehensive plan elements involved. Kenmore recently received a $40,000 grant from the Department of Commerce to hire a consultant for middle housing regulations, cottage housing regulations, and ADU regulations. The City is currently in the request for proposals (RFP) process of selecting a consultant. City Manager Rob Karlinsey noted that this docket is the most ambitious docket in a while.

MOTION: Deputy Mayor O'Cain moved to approve the Planning Commission's 2024 docket. Councilmember Loutsis seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES**

E. Proposed Ordinance No. 23-0601, amending Ordinance No. 21-0527 and Ordinance No. 23-0572 relating to the City of Kenmore's expenditure and reporting of American Rescue Plan Act (ARPA) fund, presented by Finance and Administration Director Melinda Merrell and ARPA Management Analyst Janet Quinn, *for adoption*
Agenda Bill - Proposed Ordinance No. 23-0601
Attachment 1 - Proposed Ordinance No. 23-0601
Attachment 2 - Ordinance No. 23-0572
Attachment 3 - Ordinance No. 21-0527

Finance and Administration Director Melinda Merrell presented to the Council the request to repeal prior ordinances related to ARPA funds, due to a change in structure that the federal government provided in 2022. The change will move the ARPA fund into the general fund coding.

MOTION: Councilmember Culver moved to adopt Ordinance No. 23-0601 amending Ordinance No. 21-0527 and Ordinance No. 23-0572 related to the City of Kenmore's expenditure and reporting of ARPA funds consistent with the final rule in federal reporting under the 6.1 Revenue Replacement Category allowable under the coronavirus state and local fiscal recovery fund known in Kenmore as ARPA. Councilmember Srebnik seconded the motion.
VOTE: 7 Yes; 0 No; 0 Abstain. **MOTION PASSES**

STAFF REPORTS

A. Human Services Needs Assessment Status Report, presented by Housing and Human Services Manager Tambi Cork
Presentation - Human Services Needs Assessment Status Report

Housing and Human Services Manager Tambi Cork updated the Council on the Human Services Needs Assessment currently taking place. The needs assessment consists of a community survey that every resident willing and able can fill out that will help Staff get a comprehensive understanding of the needs of the community. Human services are the delivery of social services and behavioral health services aimed at addressing safety, well-being, and self-sufficiency of residents across the lifespan, often with specific focus on the needs of vulnerable populations. During the current 2023-2024 biennium, Kenmore is funding nineteen agencies.

The need for a human services needs assessment and human services in general is necessary, especially during in the aftermath of the Covid-19 pandemic. Although may

groups have rebounded from the pandemic, other groups have not, and human services is a way to support those groups and individuals.

The survey is open and takes about ten minutes to complete, focused specifically on access to services and helping Staff identify gaps, strengths, opportunities, and solutions. The survey has been publicized electronically, physically through mailers, and partners such as the library and senior center have created in-person opportunities for Staff to walk through the survey for folks who need more assistance. Paper copies are also available. The survey is also available in English, Spanish, and Chinese. This survey can be translated into other languages as well, as needed.

Staff will return at a study session with a draft final report and recommendation based on this needs assessment.

Staff have requested further direction regarding affordable housing, as housing is a fundamental element of human services. The Council directed Staff on getting more public input/engagement, a modified or new proposal [to the Plymouth Housing development agreement that was not passed at the December 11th meeting], work on the Holt property affordable housing project, and consider future community education.

B. Boathouse Fundraising and School District Rowing Program Update, presented by City Manager Rob Karlinsey and Community Development Director Debbie Bent

Community Development Director Debbie Bent updated the Council on the boathouse fundraising measures. At the time of awarding construction, there was a funding shortage from the boathouse and the Council offered to temporarily fund the project with the expectation that through fundraising, the money would be paid back. The fundraising committee has updated the Council on different occasions, noting that no funds had been raised and the challenges of fundraising.

Currently, the school district leases the boathouse. News recently surfaced that the school district is going into a financial deficit and to mitigate the strain, the school district intends to cut their rowing programs at the boathouse. The school district board have not made financial decisions yet, but the rowing program is on the list of potential cuts.

Staff suggest that for future considerations for the boathouse, possibly having a request for proposals (RFP) for a boathouse manager to take over rowing. Staff will return to the Council with a draft request for proposal soon. Staff are hoping to get more answers from the school district board at a joint meeting between the Council and the Northshore School District Board on February 5, 2024.

C. Other

No additional staff reports.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:29 PM.

Nigel G. Herbig (Feb 16, 2024 13:01 PST)

Nigel Herbig, Mayor

Anastasiya Warhol (Feb 13, 2024 11:09 PST)

Anastasiya Warhol, City Clerk

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Final Audit Report 2024-02-16

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